

APPENDIX F

STEWARD POSITION DESCRIPTION

Steward Position Description

The Steward will answer directly to the Executive Director of the ASC and is responsible for developing and implementing all aspects of ASC's land management plan contained in this document. This is a part-time (20 hours per week) position.

The Steward should be an individual with familiarity with Maine issues and ecosystems, forestry, habitat protection and land management. The Steward must understand the current issues facing the Corridors in order to support the Stewardship program through the various land management programs.

Responsibilities of the Steward would include but not limited to:

- Define and develop plan for ASC stewardship program
- Develop and maintain a database of neighboring landowners
- Formalize ASC volunteer program (recruit volunteers, build database)
- Draft policies and procedures for major stewardship activities

Implement stewardship activities

- Periodically check properties for vandalism, inappropriate uses, safety hazards, trash, and encroachments
- Periodically check conditions of the boundary line and request additional maintenance, if necessary
- Monitor vegetation, water quality/quantity, wildlife presence/absence
- Develop and implement plant and animal habitat restoration, as appropriate
- Maintain and enhance capital improvements such as trails, gates, BMPs, including management of subcontractors and government permitting agencies
- Maintain and enhance natural habitat, including weed and noxious plant control, and native vegetation and tree planting

- Assess ecological conditions of protected properties and implement appropriate response, such as restoration or invasive species removal
- Organize and conduct advisory group meetings
- Coordinate volunteer work parties
- Conduct site monitoring and prepare Monitoring Reports, as appropriate but at least annually

Financial Development

- Work with the ASC Executive Director to focus fundraising campaign
- Recruit attendees, donors, and relevant decision-makers to fundraising and outreach events, and serve as Corridors spokesperson at fundraising and outreach events
- Secure adequate funding for long-term stewardship efforts
- Research and write grants for planning, stewardship and restoration activities
- Explore additional opportunities for supporting stewardship program, including funding for on-going monitoring activities and habitat restoration

Community Organizing & Outreach

- Cultivate relationships with members of the Dennys River Watershed Council, Dennys River Sportman's Club, municipalities, and Quoddy Regional Land Trust to further ASC's mission and goals
- Conduct tours of protected properties, by request
- Organize and implement outreach and stewardship opportunities on properties
- Coordinate stewardship and monitoring activities with educational institutions

- Meet and work with natural history groups, local community groups, government agencies, and other organizations to promote ASC and opportunities to work with ASC
- Provide technical support to cooperating organizations; coordinate and collaborate with government and conservation organizations on specific projects.

Public Relations and Education

- Distribute ASC publications to interested parties
- Conduct workshops, presentations and tours to commissions, government staff and policymakers, related organizations, service clubs, and interested groups

Administration

- Assist with preparation of the annual work plan and budget
- Maintain project records and files
- Communicate with board of directors and ASC staff, including participation at staff meetings and development of policies and programs
- Work with Advisory Committee and sub-committees
- Monthly accounting of activities, time and expenses
- Write articles for a newsletter and other publications
- Bring relevant issues and program activities to the appropriate committee
- Other duties as assigned

Qualifications

Required qualifications include a background in science and the environment, grant writing experience, project management skills, experience working with volunteers, and the ability to perform physical labor in natural settings. Must be self-directed, energetic and creative, and able to work with all types of people and community

organizations. Must own a reliable car or truck capable of transporting tools and supplies for stewardship activities. Enthusiasm and commitment to land conservation and the environment, an entrepreneurial nature, willingness to work some non-standard hours, excellent verbal and written communication skills, and strong computer skills required. Bachelor's Degree required, advanced degree or extensive field experience preferred. Knowledge of non-profit organizations, GIS/GPS technologies and public speaking abilities desirable.